

NAVSEA
STANDARD ITEM

FY-04

ITEM NO: 009-60
DATE: 30 AUG 2002
CATEGORY: I

1. SCOPE:

1.1 Title: Schedule and Associated Reports; provide and manage

2. REFERENCES:

2.1 None.

3. REQUIREMENTS:

3.1 Definitions.

3.1.1 Production Schedule: The schedule used by contractor and subcontractor personnel as a means of planning, tracking, and coordinating the accomplishment of contract work.

3.1.2 Activity: A portion of an individual Work Item which is a logical subdivision of the Work Item representing a manageable unit of work which must be accomplished at a specific period of time in relation to other activities of the Job Order.

3.1.3 Event: The beginning or ending point of an activity.

3.1.4 Key Event: An event which, if slippage occurs, could impact or delay the overall schedule. Key events may be identified by either the contractor or the SUPERVISOR.

3.1.5 Milestone: A significant event identified in the solicitation.

3.1.6 Critical Path: That sequence of activities which forms the longest duration, and directly affects the completion of the availability. Factors in determining critical path are: time duration required for the activity, space limitations, manpower available, and the interface between Work Item activities.

3.1.7 Controlling Work Items: Those Work Items which are on the critical path of the Job Order and those Work Items which, by virtue of scope, material requirements, complexity, or other considerations, have the potential for impact on the scheduled completion of the availability.

3.1.8 Network: A graphic display showing the planned sequence and interdependent relationship of activities, milestones, and key events within the Job Order.

3.1.9 Total Float: The total number of days that a path of activities can be delayed without affecting the project finish date.

3.2 Prepare and provide a production schedule to the SUPERVISOR for availabilities of 10 days to **64** days in duration five days after award. For availabilities **of 65 to 120 days in duration**, provide no later than 15 days **after contract award. For availabilities greater than 120 days in duration, provide no later than 30 days after contract award.** The production schedule shall establish an orderly and systematic overhaul program that reflects the manner in which the project will be performed. Schedule shall be inclusive of milestones and key events, and known AIT and FMA work.

3.2.1 Schedule each Work Item to the activity level which shall list the start and completion dates for each activity in sufficient detail that can be measured toward each milestone.

3.2.2 Assign each activity in the production schedule a short title to describe the nature of the activity and equipment or machinery involved.

3.2.3 Schedule shall identify submission dates of required reports.

3.2.4 Schedule shall identify the critical path and controlling work items within the Job Order.

3.2.5 Identify the amount of total float available on each Work Item activity based on a five day work week unless otherwise specified. Show each early and late start and finish date.

3.2.6 The Production Schedule shall be revised weekly to include additions, deletions, modifications, progress, and completions.

3.2.6.1 Submit **one** legible copy, **in hard copy or electronic media**, of the Production Schedule to the SUPERVISOR one day prior to the weekly progress meeting.

3.2.7 Submit **one** legible copy, **in hard copy or electronic media**, of the production schedule to the SUPERVISOR in accordance with the requirements of 3.2.

3.3 Prepare a time-oriented work package network that displays critical path Work Items and controlling Work Items, milestones, key events, and Work Items that interrelate with controlling Work Items. Display critical path and controlling Work Items at the activity level.

3.3.1 The network may be partitioned into subnetworks by milestones, ship's system, ship area, or other logical divisions.

3.3.2 The network or any subnetwork thereof, may be continued on additional pages. Each page of the network or subnetworks shall be clearly identified and show all off page interdependencies.

3.3.3 Label each Work Item, activity, milestone, and key event of the network with the activity or event identifier (ID) and title.

3.3.4 Submit **one** legible copy, **in hard copy or electronic media**, of the network to the SUPERVISOR in accordance with the requirements of 3.2.

3.3.5 Schedule five additional controlling Work Items as designated by the SUPERVISOR during the availability.

3.3.6 Revise the network weekly in support of the weekly production schedule revisions of 3.2.6.

3.3.6.1 Each revised network shall be available for review by the SUPERVISOR.

3.3.6.2 Submit **one** legible copy, **in hard copy or electronic media**, of the revised network to the SUPERVISOR at the 50 percent point in the availability. The SUPERVISOR may, at his discretion, designate the submittal of a revised network at two other times during the availability.

3.4 Provide milestone and key event listing.

3.4.1 After development of the schedule and network, generate a listing of milestones and key events, showing for each: Event Title, Original Schedule Date, Revised Schedule Date, and Actual Date of Accomplishment.

3.4.1.1 The revised schedule date and actual date of accomplishment shall be left blank on the initial submission and filled in to reflect actual conditions on subsequent submission of the listing.

3.4.1.2 Submit **one** legible copy, **in hard copy or electronic media**, of the milestone and key event list to the SUPERVISOR in accordance with the requirements of 3.2, and provide subsequent weekly reports to the SUPERVISOR reflecting contemporary contract performance.

3.5 Provide manpower management information.

3.5.1 Develop a total manpower loading curve showing proposed manning throughout the contract period in men per day. The curve shall indicate that portion of the total which is subcontractor provided.

3.5.2 Develop individual key trade manning curves showing proposed manning by trade throughout the contract period in men per day. The curves shall indicate that portion of the total which is subcontractor provided.

3.5.3 Prepare a weekly manpower utilization report showing total mandays expended during the previous week, indicating that portion of the total which is subcontractor provided. Indicate the number of days worked during the previous week.

3.5.4 Submit **one** legible copy, **in hard copy or electronic media**, of the manpower curves developed in 3.5.1 and 3.5.2 to the SUPERVISOR in accordance with the requirements of 3.2.

3.5.5 Update the manpower curves of 3.5.1 and 3.5.2 when the schedule and network revisions are completed.

3.5.5.1 Submit **one** legible copy, **in hard copy or electronic media**, of the updated manpower curves to the SUPERVISOR at the 25, 50, and 75 percent points in the availability.

3.6 Manage and schedule subcontractor's performance with respect to work progress, material procurement, and interface control to support the production schedule.

3.6.1 Submit **one** legible copy, **in hard copy or electronic media**, of a complete list of subcontractors, by Work Item to the SUPERVISOR at the same time the production schedule is submitted. The subcontractor list shall include:

3.6.1.1 Work Item paragraph number

3.6.1.2 Specific work to be accomplished

3.6.1.3 Subcontractor's business address

3.6.2 Submit **one** legible copy, **in hard copy or electronic media**, of a report to the SUPERVISOR of the changes to the original list prior to making the change whenever any subcontractor is added or deleted.

3.7 Prepare a test plan by Work Item for hydrostatic, operational, weight, and safety device tests required by the Job Order, indicating start dates for tests scheduled.

3.7.1 The test plan shall include:

3.7.1.1 Work Item and paragraph.

3.7.1.2 Description of equipment(s) undergoing test(s) and type of test(s), e.g., hydrostatic, operational, etc.

3.7.1.3 Reference document(s), e.g., Technical Manual, Design Test Memo (DMT), Test Procedure, etc.

3.7.1.4 Scheduled start and completion dates of test(s).

3.7.2 Submit **one** legible copy, **in hard copy or electronic media**, of the test plan to the SUPERVISOR in accordance with the requirements of 3.2.

3.7.3 Revise the test plan of 3.7 weekly to reflect the addition, deletion, or modification of Work Items, and changes made by the contractor.

3.7.3.1 Submit **one** legible copy, **in hard copy or electronic media**, of the revised test plan to the SUPERVISOR one day prior to progress meeting.

3.7.4 Coordinate tests to be accomplished with the SUPERVISOR one working day prior to execution. This coordination is in addition to test/inspection notification requirements.

3.8 Provide cognizant shipyard management representation to participate in the weekly progress meeting at the time and location mutually agreeable to all parties. The representative must be authorized to make management decisions relative to the routine requirements of the Job Order which, in good faith, commit the contractor.

3.8.1 Submit **one** legible copy, **in hard copy or electronic media**, of the following information to the SUPERVISOR one working day prior to the weekly progress meeting:

3.8.1.1 The manpower utilization data required by 3.5.3.

3.8.1.2 A report listing for each Work Item of the Job Order, the Work Item number, Work Item title, scheduled start date, scheduled completion date, actual start date, and the percentage complete. The report shall address changes to the milestones and key events list and major problems of each Work Item and proposed corrective action. The Work Items shall be listed in increasing order, by Work Item number. The report shall reflect the addition, deletion, or modification of Work Items. Completed Work Items need not be addressed.

3.8.1.3 A report listing contractor and Government furnished material not received, showing the Work Item number and title, material description, expected delivery date, required delivery date, and action proposed to resolve problems resulting from late delivery. Material with expected delivery dates before the required delivery date need not be listed in this report.

3.8.1.4 A report listing late or deficient government furnished information, showing the associated Work Item number, deficiency description, and proposed corrective action.

3.8.1.5 A report of overdue contractor condition reports by Work Item number and expected submission date. The report shall also include those deficiency and condition reports for which Government response is outstanding.

3.8.1.6 The revised weekly test schedule required by 3.7.3.

3.9 Provide a representative whose only function is to coordinate Ship's Force, Alteration Installation Team (AIT), and Fleet Maintenance Activity (FMA) work with contractor work.

3.9.1 Representative shall meet with the Ship's Force, AIT, and FMA coordinator on a daily basis and compare programmed Ship's Force, AIT, and FMA work with the contractor schedule. The representative shall submit a report at the weekly progress conference of conflicts where programmed Ship's Force, AIT, and FMA work interferes with the contractor schedule.

3.9.2 Representative shall identify at the weekly progress conference Ship's Force, AIT, and FMA actions necessary to support contractor testing and equipment operation schedule.

3.10 Participate in review conferences at the 25, 50, and 75 percent points in the availability. Data required to be provided at the 25, 50, and 75 percent points will be used at the review conferences. The conferences will be scheduled at a time and place mutually agreeable to all parties. The contractor shall:

3.10.1 Be prepared to discuss planned production manning versus actual production manning by total, individual key trades and subcontractors.

3.10.2 Address known factors that may impact milestones and the contract completion. Provide recommended courses of action to resolve problem areas.

3.10.3 Determine the most realistic completion date of the Job Order.

3.10.4 Two days prior to the 25 percent review conference, provide the SUPERVISOR with the status of open and inspect reports and be prepared to discuss possible impact of growth in these items at the 25 percent review conference.

3.10.5 Three days prior to the 50 percent review conference, provide the SUPERVISOR with the following:

3.10.5.1 A machinery reinstallation plan showing projected dates for installing the equipment on the foundation, hook-up of the equipment, and operational tests of the equipment.

3.10.5.2 A valve status list showing projected completion and reinstallation dates.

3.10.5.3 A list of items not complete that are required for ***Production Completion Date (PCD), formerly known as machinery space turnover.***

Annotate those items on the list which may be in jeopardy of completing by PCD.

3.10.6 Two days prior to the 75 percent review conference, provide the following to the SUPERVISOR:

3.10.6.1 A list of outstanding **Light-Off Assessment (LOA)** items with projected completion dates.

3.10.6.2 A test schedule for underway replenishment equipment.

4. NOTES:

4.1 The SUPERVISOR will provide the Ship's Force, AIT, and FMA availability data required in 3.9.